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Click the **Bankruptcy** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Pay Filing Fee in Installments**

Click **Next**.

Click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Click **Next**.

Note: If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.

Click **Next**.

Click **Next**.

Associate the pdf file of the **Application to Pay Filing Fee in Installment**

Click **Next**.

Edit the docket text if necessary.

Review final docket text.

Click **Next**.

Source URL (modified on 05/12/2014 - 11:12am):

<http://www.canb.uscourts.gov/ecf/efiling-manual/application-pay-filing-fees-installments#comment-0>